## FairEntry Help 2019

**Go to:**
pratt.fairentry.com

### 2019 Pratt County Fair

Registration is currently **Open**
Registration dates: 4/1/2019 - 5/31/2019

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**Login** with 4honline

**NOTE:** If you forgot you password for 4honline account, you will need to go to your 4honline account and create a new password.

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**Click** "Begin Registration"

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**Click** green individual button to register exhibitor. (Do this for each exhibitor.)

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### 4Honline

Exhibitor and Staff sign-in

[Sign in with 4HOnline](#)

If you don’t have a 4HOnline account, sign-in with your FairEntry account:

- Email
- Password

[Sign in](#)

Forgot your password?
Not in 4-H and need to create a FairEntry account?

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### Welcome!

We noticed you haven’t yet registered for the fair.

[Begin Registration](#)

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### Exhibitors, Entries, Payment

- **Exhibitors**: $0.00
- **Do you want to register an Individual?**
  - Individual
Enter exhibitor information into required fields.

Enter Contact information.

Review exhibitor information and go back and make corrections if needed.

Creating Entries:
Each exhibitor can have multiple entries. One entry must be made for each item, animal, class, etc. For example, if you are bringing 2 photos, you need to make 2 entries. If an exhibitor is showing one horse in 5 events, you need to make 5 entries. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor.
**Click** add entry.

**Click** beside the first department you wish to enter. You will then see a list of divisions to choose from and then a list of available classes. **Click** “Choose”.

**If** your screen resembles this one, **select** the Class. **Click** continue.

**Follow** any other directions on this page.

**When entering an animal**, remember to "Add an Animal"
Click “Enter new Animal Record”.

Fill in required fields.

When each class entry is complete, you have three choices for what to do next:
- If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this exhibitor group.
- If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.

If all entries for all exhibitors in the exhibitor group have been completed, **Continue to Payment** to finalize and submit your entries.
**Review** your entries for completeness and accuracy. Make changes as needed. **Click** continue when all information is correct.

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Individual Exhibitor: Becky Helpsheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>Entry #001: Food and Nutrition / Cooking 101 / One loaf banana bread</td>
<td></td>
</tr>
</tbody>
</table>

**Once** all entries have been made for exhibitors in your family, **submit** the invoice for approval.

**You will receive an email when the entries have been submitted for approval.** You will receive a second email when the entries have been approved.